



U.S. Department
of Transportation
**Federal Aviation
Administration**

August 26, 2016

Dear Forum Participant,

The Federal Aviation Administration (FAA) has scheduled Aeronautical Charting Forum (ACF) meeting 16-02 for October 25th through October 27th, 2016.

The Instrument Procedures Group (IPG) meeting is scheduled for one day and will meet from 8:30 AM to 5:00 PM on Tuesday, October 25th. The Charting Group (CG) meeting is scheduled for two days and will meet from 8:30 AM to 5:00 PM on Wednesday, October 26th and Thursday, October 27th. Dress is business casual.

The ACF will be hosted by Pragmatics, Inc. Company, 1761 Business Center Drive, Reston, VA 20190. A listing of local hotels, directions, and other information is available at http://www.faa.gov/air_traffic/flight_info/aeronav/acf/. (Please note new URLs for ACF and update your bookmarks accordingly.)

NOTE: ALL attendees, please be sure to review the security requirements listed below:

Security Requirements:

- **U.S. citizens:** A federal or state issued picture I.D. is required.
- **Non-U.S. citizens:** A passport is required.
Additionally, please forward the following information to Steve VanCamp at steve.ctr.vancamp@faa.gov no later than **September 30, 2016:**
 - **Name**
 - **Country of Citizenship**
 - **Company/Organization Representing**
 - **Country of Company/Organization**
- **Individuals who fail to provide the above information will not be permitted entrance**
NO EXCEPTIONS

As in the past, we are requesting that you send us information on new forum agenda items using the appropriate attached forms. Please mail or e-mail (preferred) completed forms to the appropriate addressee below **no later than October 6th, 2016.**

NOTE: We will no longer accept late submissions unless the issue is deemed important enough for exception by the applicable Co-Chair. This will ensure all meeting materials and new agenda items are prepared and circulated for review prior to the meeting.

For issues relating to the Instrument Procedures Group (IPG):

Mr. Thomas Schneider
FAA/AFS-420
P.O. Box 25082
Oklahoma City, OK 73125

Phone: (405) 954-5852
E-mail: thomas.e.schneider@faa.gov

Info copy to: Mr. Steve VanCamp
(Contract Support) AFS-420
P.O. Box 25082
Oklahoma City, OK 73125

Phone: (405) 954-5327
E-mail: steve.ctr.vancamp@faa.gov

For issues relating to the Charting Group (CG):

Ms. Valerie Watson
FAA, AIS, Governance and Standards
AJV-553
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SSMC 4 - Station 3409
Silver Spring, MD 20910

Phone: (301) 427-5155
Email: valerie.s.watson@faa.gov

Info copy to: Mr. Alex Rushton
FAA, AIS, Governance and Standards
(Contract Support) AJV-553
1305 East West Highway
SSMC 4 - Station 3357
Silver Spring, MD 20910

Phone: (301) 427-5186
Email: alex.ctr.rushton@faa.gov

Minutes of the Instrument Procedures Group 16-01 meeting, which was held on April 26, were electronically distributed on June 22, 2016. Copies of the minutes and other pertinent information relating to the IPG may be obtained on the ACF-IPG page of the AFS-420 web site: http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs400/afs420/acfigp/.

Minutes of the Charting Group 16-01 meeting, which was held on April 27 - 28, were electronically distributed on June 21, 2016. Copies of the minutes and other pertinent information relating to the Charting Group may be obtained on the Aeronautical Information Services web site at: http://www.faa.gov/air_traffic/flight_info/aeronav/acf/.

We ask that you review all open items from the previous meeting and be prepared to discuss those assigned to you or of interest to your organization. We look forward to your participation at the upcoming forum.

Thomas E. Schneider
Co-Chair, Aeronautical Charting Forum,
Instrument Procedures Group

Valerie S. Watson
Co-Chair, Aeronautical Charting Forum
Charting Group

Enclosures Recommendation Form (IPG)
Recommendation Form (CG)
General Information

**AERONAUTICAL CHARTING FORUM
Instrument Procedures Group
Meeting 16-02 – October 25, 2016**

RECOMMENDATION DOCUMENT

FAA Control # 16-02-

Subject:

Background/Discussion:

Recommendations:

Comments:

Submitted by:

Organization:

Phone:

E-mail:

Date:

Please send completed form and any attachments to:
thomas.e.schneider@faa.gov and cc: steve.ctr.vancamp@faa.gov

AERONAUTICAL CHARTING FORUM
Charting Group
Meeting 16-02 – October 26-27, 2016

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Subject:

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Date:

Please send completed form and any attachments to:
valerie.s.watson@faa.gov and cc: alex.ctr.rushton@faa.gov